

For: Burley Tobacco State and County Offices

Failure to File Prior Year Acreage Report Reduction Software

Approved by: Deputy Administrator, Farm Programs



1 Failure to File Prior Year Acreage Report

A Background

Beginning with the 2001 crop year, all owners of farms for which a burley tobacco quota is established must have filed an acreage report planted to burley tobacco annually, including zero acreage planted.

County Release No. 511 will include software to provide County Offices with a new option 17 on Menu MMAE09. This option will allow County Offices to reduce the effective quota of farms without FSA-578 for the prior crop year for the current year only. Also, included will be an option to reinstate the current year's effective quota, if a late-filed acreage report has been approved by COC.

Note: Software was downloaded to County Offices on May 2, 2003. Refer to Burley Tobacco Bulletin No. 504.

B Purpose

This notice provides instructions for processing reductions for failure to file a prior year's acreage report.

Disposal Date	Distribution
December 1, 2003	Burley Tobacco State Offices; State Offices relay to applicable County Offices

Notice TB-1085

2 Action

A County Office Action

County Offices shall reduce each farm listed on "Report of Farms Without FSA-578 for the Prior Crop Year". All reductions shall be made immediately, but not later than June 1, 2003.

Note: Notice TB-1077 directed County Offices to reduce the farm's effective quota effective May 1, 2003. This notice allows reductions for the current year only to be made not later than June 1, 2003.

B Reduction of Effective Quota Software

County Offices shall process effective quota reductions according to the following.

Step	Action	Result
1	From Menu FAX250, ENTER "4", "Application Processing", and PRESS "Enter".	Menu FAX09002 will be displayed.
2	On Menu FAX09002, select applicable county office option, and PRESS "Enter".	Menu FAX07001 will be displayed.
3	On Menu FAX07001, ENTER "18", "Tobacco/Peanuts", and PRESS "Enter".	Menu M001C0 will be displayed.
4	On Menu M001C0, ENTER "2", "Burley Tobacco", and PRESS "Enter".	Menu MMA000 will be displayed.
5	On Menu MMA000, ENTER "3", "Revisions and Adjustments of Quotas", and PRESS "Enter".	Menu MMAK00 will be displayed.
6	On MMAK00, ENTER "9", "Operational Reports", and PRESS "Enter".	Menu MMAE09 will be displayed.
7	On Menu MMAE09, ENTER "17", "Process Quota Reduction For Failure to File Prior Year Acreage Report", and PRESS "Enter".	Menu MMAE17 will be displayed.
8	On Menu MMAE17, ENTER "1", "Reduce Effective Quota", and PRESS "Enter".	Screen MMACE101 will be displayed.
9	On Screen MMACE101, enter the "Farm Number" of the farm to be reduced, and PRESS "Enter".	Screen MMACE101 will be redisplayed and will include the Operator's Name, Farm Yield.
10	On Screen MMACE101, ENTER "Y", if the correct farm number was selected, and PRESS "Enter". Note: Print report of reductions on Menu MMAE17, selection option "3", Effective Quota Reduction Report", and PRESS "Enter". Maintain report in farm folder.	If "Y" is selected, Screen MMACE101 will display the following message: "Farm Number _____ has been updated. You will need to run a MQ-24 for the farm after the next SOD." PRESS "Enter" to continue or "Cmd7" to End.
11	On Screen MMACE101, ENTER "N" if the correct farm number was not selected, and PRESS "Enter".	Screen MMACE201 will be displayed.

2 Action (Continued)

C Reinstatement of Effective Quota Software

County Offices shall process effective quota reinstatements according to the following.

Step	Action	Result
1	On Menu MMAE17, select ENTER "2", "Reinstate effective Quota" (FSA-578 Must Have Been Approved), and PRESS "Enter".	Screen MMACE201 will be displayed.
2	On Screen MMACE201, enter the farm number, and PRESS "Enter".	Screen MMACE201 will be displayed.
3	On MMACE201, "Is this the correct farm number?" Enter "Y" to continue or "N" to return to MMACE201, and PRESS "Enter".	If "Y" is selected, Screen MMACE201 will display "Farm Number _____ has been reinstated. You will need to run a MQ-24 for the farm after the next SOD." PRESS "Enter" to continue or "Cmd7" to end.

D MQ-24

MQ-24's printed for farms with a reduction will print the following remark:

"The Effective Quota Shown Above Has Been Reduced for the Current Year Only Due to Failure to File a Burley Acreage Report for the 2002 Crop Year."

MQ-24's printed for farms with quota reinstated will print the following remark:

"The Effective Quota Shown Above Has Been Reinstated Due to an Approved Report of Acreage for the 2002 Crop Year."